

SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS
for
BUS 103: BUSINESS ENGLISH (Ticket 17235)
Spring 2009
1/13/09 through 5/19/08

Instructor:	Joe Tinervia	Semester:	Spring 2009
Phone:	949-632-9690	Ticket No.:	17235
Classroom:	BGS 250 Day & Time:	Day & Time:	Tuesdays (7:00–9:50 PM)

KEY DATES

First Class Meeting:	Tuesday, 1/13
Drop with Refund by:	Friday, 1/23
No Penalty Drop Date:	Thursday, 2/19
Last Day to Drop (With W on transcript):	Thursday, 4/9
Final Exam:	Tuesday, 5/19

COURSE DESCRIPTION

Studies the basics of English grammar and sentence structure through short exercises with business themes. Focuses on correcting the most common errors of grammar, punctuation, and usage. Includes review of the parts of speech, spelling and vocabulary, and proofreading. Lays the foundation for clear business writing.

COURSE OBJECTIVES

1. Identify an English sentence as “correct or “incorrect” and revise an “incorrect” sentence to avoid any errors.
2. Proofread a paragraph and correct word errors (for example, errors in spelling, punctuation, homonyms, noun plurals, and noun possessives).
3. Proofread a paragraph and correct punctuation errors (for example, errors in using commas, periods, semicolons, colons, parentheses, and dashes).
4. Proofread a paragraph and correct fragments, run-on sentences, and comma splices.
5. Label words in sentences by each word’s part of speech.
6. Use a dictionary to find basic word information.

STUDENT RESOURCES

Text-Workbook: *Business English*, Ninth Edition, Mary Ellen Guffey, PWS-Kent Publishing Company.

Optional: *HOW 10: A Handbook for Office Professionals*, by Clark and Clark. Thomson Learning, 2004 (ISBN: 0-324-17882-4). [Best business writers’ reference manual available.]

Optional: *The Elements of Style*, 4th Edition, by Strunk and White. Pearson Education (Prentice Hall), 2000 (ISBN: 0-205-30902-x). [Rated highly by many experts! Not even 100 pages long! Often available in used-book stores for \$1 or so.]

Optional: *Merriam-Webster’s Collegiate Dictionary, 11th Edition*. Merriam-Webster, Incorporated, 2003 (ISBN: 0-87779-809-5). [“America’s Best-Selling Dictionary.” And America’s BEST dictionary—period. Often available at Costco at a very reasonable price.]

Blackboard: Please go to Blackboard (<http://socccd.blackboard.com>) to access and print out the instructor's lecture notes (labeled "H" on the Semester Schedule). In Blackboard, (1) enter your email address (for example, jdoe0@sm.saddleback.cc.ca.us) and (2) enter your password (last 4 SS digits + 00). Contact snelson@saddleback.edu if you have any problems accessing Blackboard.

TESTING AND GRADING

Students determine their own final grades based on their efforts and their mastery of the English language principles covered in this class, which will be measured using the following evaluation instruments (*the actual percent contribution of each category is approximate and is subject to change*):

Homework	20%
Quizzes/Tests	40%
Midterm	20%
Final Exam	<u>20%</u>
TOTAL	100%

Comments on the testing and grading criteria:

1. **Homework:** "Homework" refers to the textbook's Reinforcement Exercises (REs) at the end of each chapter and the Unit Reviews at the end of each text unit. To prepare for class, students must:
 - Study the text chapters **before class**.
 - Complete the end-of-chapter REs **before class**.
 - Review their answers to the REs **in class**.

Students will receive **zero points** for homework completed IN class. At the beginning of each class, the instructor will check whether students' homework have been completed. Students' homework will be collected after class and returned at the next class session.

Because practice leads to mastery, homework assignments are critical to success. Students are expected to read the text **actively** and to **work at** homework assignments **before class**.

Points will be deducted for homework assignments that (a) are late or incomplete, (b) have too many errors, and/or (c) were not corrected in class.

Based on diagnostic tests or homework, the instructor may require individual students to complete additional practice exercises. Additional exercises, when assigned, must be submitted *at the next class session*.

2. **Quizzes:** Quizzes help reinforce learning and contribute to mastery. Students may be permitted "makeup quizzes" only due to absences. **NOTE:** Makeup quizzes receive **-5 penalty points** for the first makeup; **-10 penalty points** for the second; etc. Quizzes and tests will cover **both** text material **and** classroom discussions.
3. **Class Participation:** Students are expected to prepare for and participate in class discussion.
4. **Midterm:** Midterm makeups (allowed under special circumstances) will receive **-15 penalty points**.
5. **Final Exam:** No makeup Final Exam will be given.

POLICIES AND PROCEDURES

School Policies

Students are responsible for knowing and adhering to all Saddleback College rules and regulations. Examples: **(1) No food and beverages in class. (2) Cell phones “off” and stored (not sitting on the desktop).**

Punctuality and Attendance:

HR professionals' and business executives' top complaints about employees?

1. Lateness
2. Absence
3. Inability to follow instructions

All communicate *negatively*, both in the office and in the classroom.

This class meets for approximately 50 hours—adequate but not overgenerous, given the scope of coverage. Therefore, both the instructor and the students are expected to *arrive on time* and *remain until class ends*. (By the way, ***consistent lateness is a form of communication!***) The instructor will often take attendance twice. Regular absence or regular lateness inevitably influences progress—*negatively*. Not surprisingly, records of past classes show a strong correlation between contact time and grades. Students ***will*** be dropped for excessive absence.

According to the *Saddleback College Faculty Handbook* (2007–2008):

A student may be dropped “when he/she is absent for a total of six (6) cumulative instructional hours.”

Preparation: Each student is responsible for (1) completing all reading and homework assignments ***before class*** (see Semester Schedule), (2) submitting assignments ***on time***, (3) participating in and contributing to class discussions, (4) discovering any syllabus changes announced while he or she was absent, and (5) bringing Blackboard handouts to class.

Special Accommodations: If you have specific disabilities and require accommodations, please inform instructor ***early in the semester***, so that your learning needs may be appropriately met. Submit documentation of your disability to the Special Services Office in the Student Services Center (Room 113).

Note: The syllabus above and the semester schedule on the next page are subject to change. Any changes will be announced in class; students are responsible for discovering any changes announced during an absence. Any revision of this syllabus will be posted to Blackboard (see **Course Information**).

TUTORING SCHEDULE & INSTRUCTOR'S OFFICE HOURS

Throughout the semester, FREE TUTORING is available from the instructor as follows:

Mondays: 3:30 to 4:30 PM in BGS 255

Tuesdays: 5:45 to 6:30 PM in BGS 250 (start time is approximate)

Thursdays: 5:45 to 6:30 PM in BGS 200 (start time is approximate)

No appointment necessary!

SEMESTER SCHEDULE (Tentative)

Wk	Date	In-Class Activity
1	1/13	Introduction Student Survey Grammar Overview
2	1/20	Chapter 2
3	1/27	Chapter 3
4	2/3	Chapter 4
5	2/10	Chapter 5
6	2/17	Chapters 6 & 7
7	2/24	Chapters 8
8	3/3	Chapter 9
9	3/10	M I D T E R M E X A M
	3/17	N O S C H O O L
10	3/24	Chapters 10 & 11
11	3/31	Chapter 12
12	4/7	Chapters 13
13	4/14	Chapter 14
14	4/21	Chapter 15 & 16
15	4/28	Chapter 17
16	5/5	Chapters 18 & 19
17	5/12	F I N A L E X A M (7:00 to 9:30 PM)

Comments on the Semester Schedule:

As the above chart shows, we will cover the text chapters *in order* beginning with Chapter 2. The actual coverage within each class session *will* vary from the above tentative schedule, depending on our progress in each class session. When absent, students are responsible for finding out any changes in the above schedule. (**Suggestion:** Share your phone number with another student.)